
	<p align="center"><b>Office of the Controller of Defence Accounts</b> No. 1 Staff Road, Secunderabad – 500 009 Ph. No. 040-27843385, 27847957      Fax No.040-27810499 e-mail : <a href="mailto:secd-ansn-cda@nic.in">secd-ansn-cda@nic.in</a></p>	
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No. An/I/1030/Holidays

Date: 27.11.2020

**IMPORTANT CIRCULAR  
(Through Website)**

To

1. The CDA, IT & SDC, Secunderabad,
2. The DCDA I/c, PAO (ORs) EME, Secunderabad,
3. The ACDA I/c, PAO (ORs) AOC, Secunderabad,
4. All Sub-Offices in Hyderabad/Secunderabad,
5. All Sections in Main Office,
6. IT-Section (Local) for Uploading.

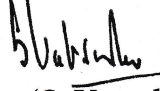
**Subject:** Guidelines on functioning of Central Govt Offices in connection with the Ordinary Elections to the GHMC on 01.12.2020 – Reg.

**Reference:** DOPT OM No. 12/14/99-JCA dated 10.10.2001 & CGEWCC & Regional Sports Board, Hyderabad Lr No. CGEWCC/Income Tax/Holidays-2020/2020-21 dated 25/11/2020

In the context of upcoming Ordinary Elections to the GHMC being held on 01.12.2020, attention is invited to the guidelines prescribed in the DOPT OM No. 12/14/99-JCA dated 10.10.2001 with regard to functioning of Central Government Offices in connections with elections, which are produced as under;

*"In connection with local body elections viz. Panchayat/Corporation/ Municipality, the Government employees who are bona fide voters and desire to exercise the franchise should be offered reasonable facility, subject to normal exigencies of service, either by come late to office or being allowed to leave office early or a short absence on that day".*

Therefore, all Officers I/c of Groups/Sections of Main Office and Sub Offices located in Sec'bad/Hyd are advised to observe the guidelines prescribed in the ibid DOPT OM dated 10.10.2001 for exercising the franchise by the Officers & Staff in elections to the GHMC .

  
(S. Vatsala)  
ACDA (AN)